



# CAREER OPPORTUNITY

**GSFIC**

**OUR MISSION...***Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

## Job Information

**Job Type:** Full-Time

**Number of Vacancies:** 1

**Hiring Salary:** 45,000 – 48,000

Salary Commensurate with Experience

**Location:** Atlanta, GA

**Opens:** February 9, 2022

**Closes:** February 23, 2022

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[spohr-email@spo.ga.gov](mailto:spohr-email@spo.ga.gov)

## TO APPLY:

Email **resume** in Microsoft Word or PDF format to [spohr-email@spo.ga.gov](mailto:spohr-email@spo.ga.gov) with the following in the subject line of your email:

**Associate Human Resources Generalist**



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

## Associate HR Generalist (Human Resources)

## Position Overview

**Position Description:** Under direct supervision, the Associate Human Resources Generalist provides Human Resources (HR) assistance for the Georgia State Financing & Investment Commission (GSFIC), Georgia Building Authority (GBA), and State Properties Commission (SPC). Assists with multiple human resources functions, including, but not limited to, transactions, recruitment, orientation, benefits, FMLA, leave/timekeeping, HR/Payroll actions, filing, and other duties as assigned and required. The Associate Human Resources Generalist also performs other job-related duties as assigned.

**Minimum Qualifications:** Completion of an Associate's degree and one (1) year of Human Resources experience; **OR** Three (3) years of Human Resources experience.

**Preferred Qualifications:** Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following:

- Bachelor's degree
- PeopleSoft experience

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gsfic.ga.gov](http://www.gsfic.ga.gov) for additional GSFIC career opportunities.